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COMMANDANT'S WELCOME NOTE

I take this privilege to welcome you in the exciting journey for acquiring knowledge and wisdom at Junior Naval Staff Course (JNSC). This is one of the most gratifying occasions of your military profession. Also I seize this opportunity to congratulate you for the selection in the JNSC Course No.30. I am sure you are going to accomplish your dreams by dint of relentless hard work, commitment and sincere cooperation. The college is eagerly waiting to get enriched by the glittering presence of each of you.

Naval & Maritime Academy is the premier naval training institution of Sri Lanka Navy. It has the legacy of transforming civilians who join from home to competent Naval Admirals who can excel in professional assignments with glorious success. The Junior Naval Staff College is not only offering opportunity for pursue academic excellence, but also allows to develop life-long bonding among seafarers who does not have boundaries.

In upholding the motto of the college-‘Knowledge is the foundation of Discipline’, I can promise you a rewarding academic environment. The faculty members and Directing Staff’s honest commitment will sail you through every event. The dedicated staff officers will be always vigilant offer the best possible Sri Lankan hospitality and the most conducive environment for the course. I wish you a very colourful and accomplished tour of journey at Trincomalee.

KDDC FERNANDO, RSP, USP, rcds
Commodore
Commandant
Naval and Maritime Academy, Trincomalee

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CHAPTER 1

OVERVIEW OF THE COLLEGE

INTRODUCTORY NOTE

1. This booklet contains many essential details which you are required to follow during your stay at JNSC. This will help you in making your stay here comfortable for the next 18 weeks. You should preserve it as a reference till the completion of the course.

2. Please note the following points;

a. Student Officers must bring few certificates which need to be deposited with Director Academic Studies (DAS) of the college right after arrival. These certificates must show the Bachelor/ Graduation or the Commissioning. These are all to be in English and the photocopies to be attested by appropriate officials/ authority.

b. Following basic information are attached as enclosures to this document:

- (1) Nominal Roll of Student Officers of the course.
- (2) Syndicate list of the semester one.
- (3) Training programme of the 1st Week.
- (4) Names of the College staff (including contact numbers).
- (5) Officers' accommodation chart.
- (6) Identity card application form for overseas Student Officers.

c. On arrival at the college, you will be allotted with a 'Course Number' by which you will be referred frequently during your stay in the college.

d. Student Officers will require different types of attire during the course, which include;

- (1) Ceremonial dress (with medal)
- (2) Mess Dress (with miniature medals)
- (3) Red Sea Rig
- (4) Combat dress
- (5) Working dress (No. 5s and No.6s)

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- (6) Sports rig
- (7) Closed Collar dress (trousers, full sleeves shirt with tie)
- (8) Lounge Suit
- (9) Required civil dress (Trousers, Shirt, shoes etc.)

e. We assume that you will have no objection being addressed by your calling name as underlined in the course student officers' list (in arrival folder). If there is any observation, please let the Directing Staff (DS) know earliest. Also, remember that your name on the 'Graduation Certificate' will be spelt as per the list.

f. There is a display/notice board in the class room showing the major upcoming events of the NMA and JNSC.

g. You will receive a set of dockets from JNSC Admin Staff on arrival at the college.

3. **Student Officers In-Processing Data.** A blank proforma for the purpose of in-processing is enclosed to this chapter. Student Officers are to hand over their proforma to JNSC Admin officer on arrival.

ENCLOSURE TO
CHAPTER 1

STUDENT OFFICERS' IN-PROCESSING DATA

Photo 5.3cm x 4.4cm (Coloured, in Working Dress without head gear And with ribbons & Decorations)

Personal

1. Full Name (In block capital):
2. Rank:.....
3. Official Number:
4. Name by Which You Prefer to be addressed:
5. Branch:.....
6. Date of Commission:.....
(Day/ month/ year)
7. Date of birth: :.....
(Day/ month/ year)
8. Nationality:.....
9. Civil Status:.....
10. Religion:.....
11. Food habit (Vegetarian/Non Vegetarian):.....
12. Permanent Addresses (Official and Residence both):
.....
.....
13. Contact Address (including mobile phone number and e-mail address):

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.....
.....

14. Physical Statistics/ Medical Data:

- a. Height: ft inch..... b. Weight:..... lbs/..... Kg
c. Blood Group:..... d. Medical Category:

Professional

7. Civil Education (Please fill up the below columns with appropriate information):

Sr.No	Name of Examination (Tick appropriate one please)	Name of Institution	Year	Division/ Class	Remarks
a.	SSC/ O'Level				
b.	HSC/ A'Level				
c.	BA/ BSc				
d.	MA/ MSc				

14. Military Education (post commission training):

Date		Name and Location of Training Institution	Courses Attended	Grading Obtained	Remarks
From	To				

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15. Record of Service in Chronological Order (including training course periods):

Dates		Unit	Staff	Instructional and Command Appointments	Remarks
From	To				

16. Did you receive any award/Special recognitions? YES/ NO (tick applicable)

Award	Brief Description

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Miscellaneous

17. Which games did you play?

Type of game	What level
Volleyball	
Basketball	
Football	
Tennis	
Squash	
Any other	

18. Co-curricular Activities:

Type	Description
Music	
Recitation	
Singing	
Magazine editing	
Any other	

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CHAPTER 2

JNSC IN GENERAL

1. Naval & Maritime Academy (NMA) was established at present location on 15th January 1967 and was subsequently commissioned on 15th July 1967. NMA has proved its mettle by training an umpteen number of officers and sailors to cater the needs of Sri Lanka Navy being unparalleled to any other institution.

2. NMA continues to strive and achieve international standards whilst holding the ISO 9001:2000 Quality Management System Certification awarded by the Sri Lanka Standards Institution, since 2007. This was upgraded subsequently to ISO 9001:2008 in the year 2010 and ISO 9001:2015 in the year 2016. In recognition of its yeoman service rendered over the years, NMA was awarded with the prestigious President Colours in 2003. Therefore, the exact professional excellence of Naval and Maritime Academy is epitomized without a shadow of a doubt today. The motto “The disciplined are the noblest of men” is conceptually leading the institution to the exact target. Accomplishments of Sri Lanka Navy over the past decades bear the testimony to the effective quality of training imparted by Naval and Maritime Academy.

3. In addition to ab - initio training for officers of various entries, NMA today conducts Long Specialization Courses for the both Executive and Logistics branch officers, Sub Lieutenant Technical Courses for Executive, Logistic, Naval Infantry, Provost Branch Officers and Service entry Officers. The Officer Cadet Entry scheme was accredited to the esteemed University of Kelaniya from year 2001 to 2011. The Naval and Maritime Academy is presently accredited to Kotelawala Defence University and is rapidly expanding to meet the Naval & National demands.

4. The Academy conducts Basic Degree programmes, Post Graduate Diplomas & Master’s Degree programmes through twenty one (21) Schools dedicated to each discipline of professional naval career. The Academy is headed by the Commandant Naval and Maritime Academy (CN&MA), who is a Commodore (details can be accessed at nma.navy.lk web page).

5. Conducting JNSC at Naval & Maritime Academy became a reality on 07 March 2005, accomplishing a long felt need for the middle level Staff Officers of Sri Lanka Navy. JNSC is the highest professional course programme conducted at the NMA. The course is divided in two semesters. Semester One (01) is conducted at NMA whilst Semester Two(02) is for Extended Essay Work which would be undertaken by individual student after returning to their respective ships/establishments. International student officers it is required to forward a certified copy of the basic degree certificate or commissioning certificate as applicable, for registration purpose.

6. Junior Naval Staff Course No. 30 will be conducted for Seventeen (17) officers and is scheduled to commence on 18th January 2022 and would culminate on 04th June 2022. Course participants are expected to report to NMA by 06th January 2022.

7. Officers of sister services would be provided with Sponsor Officers would be nominated from the Student Officers from Sri Lanka Navy undergoing the JNSC.

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CHAPTER 3

TRAINING INSTRUCTIONS

MISSION, CONTENT AND OBJECTIVES OF THE COURSE

Aim of JNSC

1. The aim of the JNSC is to develop the professional knowledge and staff skills of young officers of the rank of Lieutenant and Lieutenant Commander and to prepare them for Staff, Instructional and Command appointments.

Course Contents

2. Total Duration of the course is 18 weeks and total of 07 Course Units for semester One (01), and the course would be conducted according to an approved syllabus. Duration for Semester Two (02) will be of additional 26 weeks, where student officers are required to undertake and complete their Extended Essay Works while performing duties in the respective appointments. The course syllabus and modules are enclosed to this chapter.

3. To enhance awareness, student officers are also exposed to relevant aspects of international relations, strategic and international studies.

4. Above all, learning through the interaction amongst the student officers from different countries and services with varied experience and eminent scholars remain to be one of the important components in the curriculum.

Course Objectives

5. JNSC is designed to attain the following objectives;

- a. Prepare officers in the rank of Temporary Lieutenant Commander or Lieutenant to perform staff, instructional and command appointments efficiently and effectively.
- b. Develop analytical thinking ability and knowledge, enabling Student Officers to cope with problematic situations where solutions and correct decision are to be made.
- c. Build total quality leadership.
- d. Encourage Student Officers to give valid opinions through both oral and written communication.
- e. Develop comradeship in Student Officers through team work and cooperation.
- f. Educate Student Officers towards better work culture aimed at achieving high productivity and skills.
- g. Impart knowledge in modern management concepts.

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- h. Orientate Student Officers with required awareness in the aspects of Maritime Strategy, Sea Power and Maritime Warfare.
- j. Prepare Student Officers to meet social commitments commensurate with his rank and appointment.

Course Duration and Working Hours

6. The duration of the course is 14 weeks. The orientation for overseas students and students from sister services will be on 04th and 05th January 2020. There is a Study Leave of one week after six weeks period. Working hours are from 0730hrs to 1530 hours, Monday to Friday. Saturday and Sundays are weekly holidays. However, for special training purposes, the working hours may be changed as required. Few weekends may also be utilized for training purposes as deemed.

0730-0815	Directing Staff Time
0830-0930	1 st Period
0930-1030	2 nd Period
1030-1045	Tea Time
1045-1145	3 rd Period
1145-1245	4 th Period
1245-1345	5 th Period
1345-1445	Lunch Time
1445-1645	Self Studies/ Practical
1700-1800	Recreational Activities/Sports

Enclosure: Course Syllabus and Modules.

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CHAPTER 4

COURSE ACTIVITIES

Methods of Instruction

1. English is the medium of all instructions. The curriculum is designed in a manner that a student officer is put through a progressive learning system starting with a central lecture or presentation and finally ending with planning for a major indoor or outdoor exercise on a particular module. Syndicate DS remains deeply involved in the process in order to correctly direct the student officers' learning process and to assess their capabilities and potentials objectively. The following methods of instruction are followed;

a. **Presentations/ Central Lectures.** There are formal presentations on topics of importance with the help of various audio-visual training aids i.e. computer, projectors, slides, films and playlets. The student officers are also required to deliver a considerable number of presentations during the course.

b. **Syndicate Discussions.** Discussions are based on given topics/ subjects. Student officers share their experience and clarify all doubts under the guidance of the DS. Student officers are also given opportunities to chair the discussion on selected topics.

c. **Indoor Exercises.** Several indoor exercises are conducted in the form of a War Game, Presentations and a Debate.

d. **Outdoor Exercises.** Outdoor exercises in the form of a Leadership Exercise and a Disaster Management Exercise. This is usually the final application of student officers' theoretical knowledge on ground.

3. **Visits.** Student officers attend for an Industrial Visit which includes visit to military bases, NARA, Defence Services Command and Staff College and Port of Colombo. Student Officers will visit the final battle ground at Mullaitivu.

4. **Out of Hours' Work.** The course requires student officers to do some out of hours' work either in the evenings or at weekends. The exact requirement depends on individual experience and aptitude. It is also linked to time spent on private study. The pressure of work can be alleviated by sensible planning well in advance.

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CHAPTER 5

TRAINING SUPPORT FACILITIES

General

1. JNSC provides required support to the student officers during the course remaining within the bounds of its resource. However, over a period of time certain facilities have come up to a level for which the College can take pride of. Some of the facilities which are available for the student officers are mentioned in the subsequent paragraphs.

Library

2. **Academy Library.** The Library is well-stocked and well-staffed with books, pamphlets, periodicals, journals, research works and seminar papers. It is usually possible for student officers to find many of the reference materials related to their study in this library. Library membership is open to all student officers. Officers are encouraged to use the facilities to the fullest. Library remains open in week days from 0830 to 1245 hrs, 1400 to 1600hrs and 1930 to 2100 hr. In weekend, 0830 to 1245 hrs and the library is closed in Public holidays.

Computer and Internet Facilities

3. **Computer Laboratory.** NMA has a Computer Laboratory located in the Information Technology School with number of computers. These computers have internet and navy connectivity during training hours of the working days and whenever the laboratory is open. The laboratory remains open in week days from 1400 to 1800 hrs. In weekend, 0830 to 1245 hrs and the library is closed in Public holidays.

4. All student officers required to carry their personal laptop computers while joining JNSC and the same can be used for the course purpose.

Other Training Supports

5. **Stationery.** The College generally provides adequate stationery support to the student officers at the beginning of the course. Other than that, stationery will be issued during the major exercises as per the exercise instructions. However, the student officers are required to buy their own stationery during the course.

6. **Photo Copying and Printing.** Photo copying and printing facility is available on payment basis in the 'Nenasala' located next to the NMA Library. The 'Nenasal' is opened from 0730 to 1350 hour and 1830 to 2000 hour every day except holidays.

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CHAPTER 6

GAMES AND SPORTS ACTIVITIES

General

1. NMA has adequate facilities for sports and physical activities. The institution takes care of the requirement of all student officers. The following facilities are available;

- a. Sports Complex with tennis, table tennis, badminton, squash, volleyball, Cricket, football and basketball
- b. Gymnasium
- c. Swimming pool

Routine Games

2. Student officers are allocated time (1630 hrs to 1800 hrs) for evening sports. Student officers can utilise this time for their physical activities as own interest.

Conduct of Sports Competitions

3. **General.** There are five Sports competitions (Cricket, Volleyball, Basketball, Handball and Swimming) to be organised by the student officers. However, administrative and other supports are provided by the college. The competitions will be conducted between two syndicates and prizes for the events are distributed immediately after the event.

15. The committee for organising and conducting the competitions as follows;

- a. President - Senior Most Officer of the Course.
- b. Game Co-ordinator - A student officer to be appointed for each game as the Game Co-ordinator

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CHAPTER 7

CHARTER OF DUTIES - STUDENT OFFICER APPOINTMENT HOLDERS

1. The senior most student officer is nominated as the Course Leader. The senior most student officer of each syndicate is nominated to act as Syndicate Leader. Names of the leaders will be intimated to the student officers on arrival. Duties of the leaders are shown in the subsequent paragraphs.

2. **Course Leader.**

- a. Ensure overall course discipline.
- b. Ensure punctuality in attendance during classes, visits, training events and games.
- c. Report presence of the course to DS during classes, visits and games.
- d. Act as President of Sports Committee for all sports competitions.
- e. Organise other functions as instructed.

3. **Syndicate Leaders.** Syndicate Leaders will be nominated in every term. His responsibilities are;

- a. Ensure that all student officers are present in the syndicate room (SR) at least 5 minutes before the scheduled time.
- b. Report absence of any syndicate member on account of sickness, hospitalization, and leave to respective Syndicate DS.
- c. Coordinate all sports activities with Games Coordinators.
- d. Ensure that all lights, fans, air-conditioners, interactive board, computers or any other electric gadgets are switched off before leaving the SR for the day or for any central presentations/ lectures/ tea break.
- b. Ensure that SR keys are returned to duty staff on completion of own time work in the SR.

4. **Games Coordinators.** Games Co-ordinators will be nominated for each game event. He is responsible for following;

- a. Ensure attendance of whole syndicate on games days and give parade state to Course Leader before start of the game.
- b. Act as member of the Tournament Committee.

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- c. Ensure that syndicate members are made aware of general instructions of the sports being conducted in the particular term and ensure timely submission of names of the participating officers of the syndicate.

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CHAPTER 8

ADMINISTRATIVE INSTRUCTIONS

ADMINISTRATION - GENERAL

General

1. It is important for you to know the administrative facilities and instructions so that you are comfortable. This will help you to devote yourself fully for the course without any worry in your mind. The subsequent paragraphs give out the details.

Dress Regulation

2. JNSC abides by strict code of conduct. Standard military dress codes are practiced here. For most programmed events, dress code will usually be mentioned in the training programme. Details of dress regulation are given below;

a. **Special Occasions.** Student officers will be required to put on ceremonial and mess dress or equivalent on special/ formal occasions like Commandant's Division, graduation ceremony for any other events as desired by College authority. Dress order is appended below:

Ser	Events/ Day	Dress
1.	Monday, Tuesday, Thursday, Friday	No.5s/ Eqvt
2.	Wednesday	No.6/ Eqvt
3.	Weekends and Public Holidays	Smart Casual
4.	.Exercises	No.6/Camouflage
5.	Outside visits	As Directed

b. **Sports Rig.** Appropriate sports rigs issued by the respective services.

c. **Social Events.** Specific instructions in the form of dress code will be issued prior to the social event. The dress code includes followings;

- (1) Lounge Suit - Long Sleeve shirt with tie and Jacket.
- (2) Closed Collar - Long Sleeve shirt with tie.
- (3) Smart Casual - Long Sleeve shirt.
- (4) Casual - Short sleeve shirt.

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CHAPTER 9

TRANSPORT FACILITIES

General

1. Student officers are given transport facilities from Wardroom to the College building by the College van.
2. For attending College functions/ ceremonies or any other event, separate transport arrangements are made as per the timing.
3. **Private Transport.** Officers having private transports are to abide by the following instructions:
 - a. All vehicles are required to register in the Dockyard Security Office and to be obtained a vehicle pass.
 - b. Speed limits mentioned in the road signs/ instructions are to be adhered.
 - c. No parking is allowed under the porches or on the grass or in a traffic circuit. Only earmarked parking spaces are to be used.
 - d. Any accident/ incident inside or outside the naval base related to private cars should be informed to DSs and the Commanding Officer immediately.
 - e. Officers must be in possession of a valid license and insurance.

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CHAPTER 10

LEAVE/LIBERTY – STUDENT OFFICERS

1. **Leave.** Student officers may avail a Study Leave as per the course programme. No leave will be granted during the training periods except on extreme compassionate cases. Request for extension of leave is not expected from any student officer. Leave request is to be made in writing duly signed by individual concerned in the leave request register and approached through the concerned DS. On completion of the course 07 days leave will be granted.

2. **Liberty.** Liberty may be allowed to Student Officers without prejudice to course programme and subjected to Covid 19 prevention guidelines. Approval for liberty is to be obtained from the CN&MA and the request to be reached two days prior.

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CHAPTER 11

DO'S AND DON'TS

1. **Wardroom.** Please DO NOT:
 - a. Consume of any kind of alcohol in any place other than the Wardroom Bar.
 - b. Visit officers' mess with inappropriate attire
 - c. Keep/ bring any pet animal.
 - d. Keep large amount of cash/ valuables unattended or in insecure places.
 - e. Keep your accommodation and surroundings untidy.

2. **In College.** Please DO NOT:
 - a. Violate customs of services in showing respect to seniors.
 - b. Visit places made 'OUT OF BOUND' for you.
 - c. Remain absent from routine class/ discussion/ activities/ training or other visit of the course without any prior permission from the concerned authorities.
 - e. Carry Mobile Phones/Tabs into the classroom/syndicate rooms.

3. **During Visit/ Training Class/ Activities.** Please DO NOT take any photograph, audio/ video recording without the permission of concerned DS/ Staff.

4. **Dress and Turn Out.** Please DO NOT:
 - a. Neglect your turn out; be appropriately dressed in all college activities.
 - b. Neglect to have proper haircut.